

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

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| SUBJECT: Benefits Overview Training for All Employees | REFERENCE NUMBER: 2006-016 |
| DATE ISSUED: 05/04/06 | SUPERSEDES: |

This memorandum should be forwarded to:

**Training Officers
Employee Benefit Officers
Personnel Officers
Personnel Transaction Supervisors
Personnel Transaction Staff**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum provides important information regarding Benefits overview training for all employees.

Benefits Overview Training – Increase your paycheck

This Benefits overview training for all employees is called “Increase Your Paycheck”. The training covers three different benefits that are designed to help interested employees increase their take-home pay. The benefits that will be discussed are the FlexElect Program Medical and Dependent Care Reimbursement Accounts, the Pre-Tax Parking Program, and the Employee Suggestion Program. A flyer describing the training is attached to this PML.

Please make this flyer available to all employees in your department via e-mail and post on interoffice bulletin boards. This class is available to all interested employees, however, class size is limited. We have scheduled four days of training; two in Sacramento and one each in San Francisco and Los Angeles. We will offer two training sessions per day and the sessions are scheduled as follows on page 2.

| Location | Dates and Times |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Sacramento - Ziggurat Building - Department of General Services 707 Third Street - Auditorium West Sacramento, CA | June 8, 2006 - 9:00 a.m. to noon June 8, 2006 - 1:00 p.m. to 4:00 p.m. |
| CalEPA Building 1001 I Street, Auditorium Sacramento, CA | June 15, 2006 - 9:00 to noon June 15, 2006 1:00 p.m. to 4:00 p.m. |
| San Francisco - Edmund G. "Pat" Brown Building 505 Van Ness Avenue San Francisco, CA | July 19, 2006 - 9:00 a.m. to noon July 19, 2006 - 1:00 p.m. to 4:00 p.m. |
| Los Angeles - Ronald Reagan State Building 300 South Spring Street Los Angeles, CA | August 9, 2006 - 9:00 a.m. to noon August 9, 2006 - 1:00 p.m. to 4:00 p.m. |

The "Increase Your Pay Check" training class is offered at no cost. However, attendees should go through their normal internal departmental training request process in order to obtain the proper approvals to attend the class on State time. Once the proper approvals are obtained, the employees should self-register using the following link:

<http://www.dpa.ca.gov/benefits/Calendar/EReg.cfm>. Information is also available on DPA's website (listed below), click on "Benefits" and "Benefits Training Overview for All Employees: Increase Your Paycheck!" Employees' attendance will be electronically confirmed via e-mail immediately after successful registration. Participants will also receive e-mail confirmation notice two weeks before class begins. If participants are unable to attend the class, please notify Sue Odom at least 48 hours before the day of the class. Ms. Odom can be reached via e-mail at sueodom@dpa.ca.gov.

For more benefits information, visit our Website at www.dpa.ca.gov under "Benefits".

/s/ Debbie Endsley, Chief

Debbie Endsley, Chief
Benefits Division

Attachment